

## Requirements for NCOWCICB Re-certification

Please read and follow carefully.

1. The re-certification process is required for certification holders that did not renew a certification by March 31<sup>st</sup> of the year following expiration on December 31<sup>st</sup>. Continuing education hours for classes attended prior to application for re-certification do not count towards re-certification and required hours must be received for re-certification.
2. Complete Application for Re-Certification. You must complete the former certification information at the top of application. Do not leave any blanks. Please print or type application.
3. The following hours are required for re-certification (approved courses are listed on our website at [www.ncowcicb.info](http://www.ncowcicb.info) class info):

Grade Level I	6 hours
Grade Level II	6 hours
Grade Level III	9 hours
Grade Level IV	12 hours
Inspector	12 hours

4. Submit Application for Re-Certification, appropriate fee, and course attendance certificate to:

NCOWCICB, mail to P O Box 132 Lawsonville NC 27022.  
**DO NOT FAX ANY DOCUMENTS FOR RE-CERTIFICATION**

5. Applicants for Re-certification of Grade Level III, IV, and/or Inspector will be required to re-take the exam. Complete the exam application and fax in a minimum of fifteen (15) days prior to exam. Exam applications are available at [www.ncowcicb.info](http://www.ncowcicb.info) under the forms tab.
6. After receiving a new certification number, the following continuing education hours will be required:

Grade Level I	3 hours
Grade Level II	3 hours
Grade Level III	6 hours
Grade Level IV	6 hours
Inspector	6 hours
Combo of Installer and Inspector	6 hours

7. After receiving continuing education hours mail in renewal to NCOWCICB by November 15<sup>th</sup> for the following year's certification.

**NORTH CAROLINA ONSITE WASTEWATER CONTRACTORS & INSPECTORS  
CERTIFICATION BOARD**

**APPLICATION FOR RE-CERTIFICATION**

**INSTRUCTIONS FOR COMPLETING APPLICATION: PLEASE PRINT CLEARLY AND COMPLETE ALL  
BLANKS IF ANY BLANKS DO NOT APPLY INSERT N/A IN THE BLANK. THE NORTH CAROLINA ONSITE  
WASTEWATER CONTRACTORS AND INSPECTORS CERTIFICATION BOARD RESERVES THE RIGHT TO  
REJECT ANY APPLICATION THAT IS INCOMPLETE. ACCEPTED APPLICATION FOR CERTIFICATION  
AND APPROPRIATE FEE (S) MUST BE RECEIVED PRIOR TO ANY APPLICANT ENROLLING IN  
EDUCATIONAL CERTIFICATION CLASSES. SEND THE COMPLETED APPLICATION WITH THE  
APPLICABLE FEE (BY CHECK OR MONEY ORDER) MADE OUT TO:  
NCOWCICB P O BOX 132 LAWSONVILLE, NC 27022**

The "Certification" will apply to all persons who wish to become certified as an On-Site Wastewater System Installer or as an On-Site Wastewater System Inspector as defined by Chapter 90A Article 5 of the General Statutes of North Carolina. By definition: "Contractor" means a person who constructs, installs, or repairs, or offers to construct, install, or repair an on-site wastewater system in the State, "Person" means all persons, including individuals, firms, partnerships, associations, public or private institutions, municipalities, or political subdivisions, governmental agencies, or public or private corporations organized and existing under the laws of this State or any other state or country, "Inspector" means a person who conducts an inspection in accordance with rules adopted by the Board. "Inspection" means an examination of an on-site wastewater system permitted under the provisions of Article 11 of Chapter 130A of the General Statutes, when requested by a lending institution, realtor, prospective homebuyer, or other impacted party as a condition of sale, refinancing, or transfer of title, which examination shall meet the minimum requirements established by the Board.

FORMER CERTIFICATION NUMBER ISSUED BY NCOWCICB: \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_ Year Expired: \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_ (MONTH/DAY/YEAR) SOCIAL SECURITY NUMBER \_\_\_-\_\_\_-\_\_\_

HOME MAILING ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_  
STREET, P.O. BOX, OR RURAL ROUTE

\_\_\_\_\_  
CITY STATE ZIP CODE CELL#

HOME TELEPHONE \_\_\_\_\_ / \_\_\_\_\_ EMAIL \_\_\_\_\_

COMPANY NAME (will appear on certification card) \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_  
STREET ADDRESS CITY ZIPCODE

MAILING ADDRESS: \_\_\_\_\_

EMPLOYER TELEPHONE \_\_\_\_\_ / \_\_\_\_\_ EMPLOYER FAX \_\_\_\_\_ / \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
PYMT AMT \$ _____	CERT # _____
GRADE LEVEL APPLIED FOR ___ GL I ___ GL II ___ GL III ___ GL IV ___ INSPECTOR	

PLEASE CHECK APPROPRIATE BLANK (S)

I AM MAKING APPLICATION FOR RE-CERTIFICATION AS AN ON-SITE WASTEWATER SYSTEM INSTALLER IN THE FOLLOWING GRADE LEVEL:

GRADE LEVEL I     GRADE LEVEL II     GRADE LEVEL III     GRADE LEVEL IV

I AM MAKING APPLICATION FOR RE-CERTIFICATION AS AN ON-SITE WASTEWATER SYSTEM INSPECTOR

**GRADE LEVEL DESCRIPTIONS**

Grade I      Single Septic tank, Conventional (Gravel) Gravity System

Grade II      Grade I plus:  
Multiple tanks, Grease traps, Single Pump or Single Siphon, Fill Systems, Sand Lined Trench, and any approved gravity or single pump dispersal system not specified in Grade Level III or Grade Level IV

Grade III     Grades II plus:  
Dual Pumps or Dual Siphons, Systems of greater than 1500 gpd to less than 3000 gpd, Low Pressure Dispersal, Flow Equalization, and any system requiring ground water lowering device with a pump

Grade IV     Grades III plus:  
Systems equal to or greater than 3000 gpd, Multiple Off-Site Systems, Industrial Process Wastewater, Residential Wastewater Treatment Systems (RWTS), TS-I and TS-II System, Drip Dispersal Systems, and Wastewater Reuse Systems or any Pretreatment Component.

**APPLICABLE FEES**

PLEASE CHECK THE APPROPRIATE FEE(S):

- Re-Certification Application for Grade Level I                      \$ 150.00
- Re-Certification Application for Grade Level II                      \$ 200.00
- Re-Certification Application for Grade Level III                      \$ 250.00
- Re-Certification Application for Grade Level IV                      \$ 300.00
- Re-Certification Application for On-Site Wastewater System Inspector \$ 200.00

Total Fee Amount Due and Enclosed                      \$ \_\_\_\_\_

**NOTE: ALL FEES ARE NON-REFUNDABLE**

## **RE-CERTIFICATION REQUIREMENTS**

The Applicant shall:

- (1) Be at least 18 years of age.
- (2) Submit a properly completed Re-Certification Application.
- (3) Complete required education hours for Grade Level re-applied for
- (4) Pay the applicable fee for Re-Certification Application.
- (5) Satisfactorily complete a written or oral examination approved by the Board for Grades III – IV, or Inspector.  
For this test, the applicant's knowledge shall be examined in the following areas:
  - (a) Principles of environmental health associated with on-site wastewater systems.
  - (b) Principles of construction and safety.
  - (c) Technical and practical knowledge of on-site wastewater systems typical of the grade level desired.
  - (d) Laws and Rules related to On-Site Wastewater Systems.

### **EDUCATION REQUIREMENTS**

The Applicant shall submit necessary Certificates to the Board of the required education as follows:

- |                |  |
|----------------|--|
| (1) Grade I :  | Certificates of 6 hours of approved Grade I-level courses.   |
| (2) Grade II:  | Certificates of 6 hours of approved Grade II-level courses.  |
| (3) Grade III: | Certificates of 9 hours of approved Grade III-level courses. |
| (4) Grade IV:  | Certificates of 12 hours of approved Grade IV-level courses. |
| (5) Inspector: | Certificates of 12 hours of approved Inspector courses.      |

### **CONTINUING EDUCATION REQUIREMENTS**

All certifications expire on December 31<sup>st</sup> of each year. Renewals are due by November 15<sup>th</sup> of each year. In the year prior to renewal of certification the Applicant shall be required to submit necessary Certificates to the Board of the following education hours:

- |  |  |
|--|--|
| (1) Grade I:                           | Certificate of 3 hours of approved courses |
| (2) Grade II:                          | Certificate of 3 hours of approved courses |
| (3) Grade III:                         | Certificate of 6 hours of approved courses |
| (4) Grade IV:                          | Certificate of 6 hours of approved courses |
| (5) Inspector:                         | Certificate of 6 hours of approved courses |
| (6) Combo of Installer with Inspector: | Certificate of 6 hours of approved courses |

### **RENEWAL OR CERTIFICATION IMPROVEMENTS**

Applicants seeking renewal of Certificates shall submit evidence of required continuing education taken in the prior year and Renewal Fee for applicable Grade-level fee. Renewal fees are due by November 15<sup>th</sup> of each year. Certified persons seeking improvement or upgrade in Grade levels shall submit the necessary CE Certificate, submit proof of course completion for desired grade level, pass the exam for that grade level, and pay specific Grade level fee. Renewals postmarked after December 31<sup>st</sup> shall incur a late fee of \$25.00. Renewals postmarked after March 31<sup>st</sup> will not be processed and the certification holder must apply for re-certification.

### **ISSUANCE OF CERTIFICATION CARD**

Upon submittal of complete Re-Certification Application, payment of applicable fees, certificate of approved education, and passing score on applicable exam the Board shall issue a Certification Card in the name of the Applicant, Company Name, Certification Number, Grade Level, and Expiration Date. The Card shall bear the Great Seal of the State of North Carolina and be signed by the Board Chair.

**REVOCATION OR DENIAL OF CERTIFICATION**

The Board may suspend or deny any Applicant or Certificate Holder upon findings of misconduct, violation of Laws and Rules of the State, misappropriation, or falsification of information. The Board may ask the Attorney General of North Carolina to seek injunction to restrain any person from violating the provisions of this Article or Rules adopted by the Board. Violators will be guilty of a Class 2 misdemeanor.

**Check the appropriate boxes and sign below:**

- 1. During the past three years, have any judgments, liens, lawsuits, or claims been entered or filed against the certification holder or responsible persons (including partners, officers, major shareholders, and management level employees) in the company listed on the application?  yes  no**
- 2. Are there any liens for labor or materials filed on any of your projects?  yes  no**
- 3. Have you or any responsible managing employee of the sole proprietorship, member of the partnership, or officers of the corporation listed on the application ever been convicted of a felony offense in the past three years?  yes  no**
- 4. If you answered yes to either question 1, 2, and/or 3 above please attach an additional sheet with explanation**

**I am aware that only the certification holder, company owner(s) or W2 employees may work under the certification held. Furthermore, by my signature below I hereby affirm that no one other than those stated here shall be allowed to install or inspect using this certification.**

**I FURTHER AFFIRM THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND HEREBY AGREE UPON CERTIFICATION TO ABIDE BY THE LAWS AND RULES OF THE STATE GOVERNING ON-SITE WASTEWATER CONSTRUCTION, INSTALLTION, REPAIR, AND/ OR INSPECTION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date